



MAHARISHI
INVINCIBILITY INSTITUTE

—
WORLD LEADING EDUCATION FOR ALL

PAIA MANUAL





MAHARISHI
INVINCIBILITY INSTITUTE

YOU WERE BORN TO BE GREAT

**MANUAL IN TERMS OF
SECTION 14(1) OF THE
PROMOTION TO ACCESS OF
INFORMATION ACT 2 OF 2000
(AS AMENDED)**

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About this Manual

This manual will provide you with the necessary contact details and procedures if you need access to information that the Maharishi Invincibility Institute (MII) holds.

In addition, the manual provides a clear overview of our functions and services and includes an index of information we hold to help identify where the required information could be.

The manual also provides access to the forms you must complete and sets out the fees you may need to pay before we can assist you.

This version of the manual is dated May 2022.

1 Introduction: Function of the Maharishi Institute

Maharishi Invincibility Institute NPC operates as a Non-Profit Company (NPC) established in June 2015. The registration number is 2015/133285/08.

The Directors are Adam Paul Blecher, Thomas Mphatsoe, and Richard Peycke.

We aim to provide high quality training that is cost-effective, and which leads to excellent service. Formed, primarily, to provide quality education, our business plan and management system is designed to provide management with a systematic and strategic approach to achieve these primary objectives.

We specialise in addressing the skills gaps thereby maximising growth of all unemployed and employed people.

The company offers structured and profiled training interventions to contracted clients by delivering credit and non-credit bearing Qualifications, Courses, Skills Programmes, and Learnerships. These interventions are based on improved skills and work performance relevant to both business and individual development needs.

It is, furthermore, strategically necessary for companies to invest in the education, training, and skills development of its employees, and also the children of their employees. It is our intention to align ourselves with these companies so that together we can draw on each other's strengths to close the skills gap in South Africa.

Education, training, and skills development are core to the upliftment and growth of the individual as well as the organisation as a whole.

Developing a learning culture empowers companies to achieve dramatically improved results. Education is key element in the business strategy of an organisation dedicated to continuous learning.

2 Contact Details

2.1 National/Head Office

Postal address: 9 Ntemi Piliso Street, Marshalltown, Johannesburg, 2107

Physical address: 9 Ntemi Piliso Street, Marshalltown, Johannesburg, 2001

Telephone: 011 492 0005

Website: www.maharishinstitute.org

2.2 Information Officer

Name and surname: Dr Adam Blecher

Position: Chief Executive Officer

Postal address: 9 Ntemi Piliso Street, Marshalltown, Johannesburg, 2107

Physical address: 9 Ntemi Piliso Street, Marshalltown, Johannesburg, 2001

Telephone: 011 492 0005

E-mail: tblecher@maharishinstitute.org

The Head of Skills Department (HOD) and Compliance Officer act as Deputy Information Officers in terms of the powers and duties delegated to them by the Chief Executive Officer.

Requests in terms of the Promotion of Access to Information Act (PAIA) should be sent to the Deputy Information Officers (DIOs) listed below.

2.3 Deputy Information Officer(s)

Name and surname: Tiffany Humphries

Position: HOD

Postal address: 9 Ntemi Piliso Street, Marshalltown, Johannesburg, 2107

Physical address: 9 Ntemi Piliso Street, Marshalltown, Johannesburg, 2001

Telephone: 011 492 0005

E-mail: popia@maharishinstitute.org

Name and surname: Pakiso Litau

Position: Compliance Officer

Postal address: 9 Ntemi Piliso Street, Marshalltown, Johannesburg, 2107

Physical address: 9 Ntemi Piliso Street, Marshalltown, Johannesburg, 2001

Telephone: 011 492 0005

E-mail: popia@maharishinstitute.org

3 Guide on How to Use PAIA and How to Obtain Access to the Guide

The Information Regulator has published a guide that introduces the Promotion of Access to Information Act 2 of 2000 (PAIA), as amended, to assist you in exercising your right to access information held by MII. To read the guide, visit the website of the Information Regulator at www.justice.gov.za/inforeg.

4 Availability of the Manual

MII's PAIA Manual will be available on our website at www.maharishinstitute.org. You can inspect a hard copy of the PAIA Manual, available in English, during regular business hours at MII's Head Office.

If you would like a hard copy of the manual, a reasonable fee will be payable.

5 Records Held by MII

5.1 Records that are Automatically Available or have Voluntarily Been Disclosed

All information or records published on the MII website or that have been voluntarily disclosed, are automatically available.

You do not have to submit PAIA requests to access these records.

They include:

-  reports
-  student handbooks, rules, and syllabus information
-  newsletters, media statements
-  information about the Institute

Please find details of the above on the website or apply for more details to the Information Officer.

5.2 Categories of Records Held by the Institute that May be Requested in Terms of PAIA

-  Records of organs of internal governance (the Institutional Forum, the SLF, the Convocation and Institute committees)
-  Records of individual students
-  Records of individual personnel
-  Research, scientific and technical records
-  Financial records, reports, contracts, and asset registers

5.3 Categories of Records Available Without a Person having to Request Access to it (Section 15)

To date, no notice has been published.

6 Processing of Personal Information

6.1 Purpose of Processing

MII processes personal information of data subjects under its care in the following ways:

6.1.1 Students

-  MII uses applicants' information to make decisions about student applications and for internal planning purposes. Some of the information applicants share with MII must be verified and the Institute may use third-party service providers to assist with the verification. MII uses applicants' and students' information to create an institutional profile to obtain funding from the partners.
-  MII uses students' contact information to provide them with important information.

-  MII uses information about students' disabilities to assist and support them.
-  MII uses students' information to deliver the services students signed up for. For example, MII must communicate with and bill students, and process applications for deferment or leave of absence.
-  MII may use students' information to keep them safe. For example, MII collects biometric information (like fingerprints) to give students access to buildings on campus. MII also monitors its campuses with CCTV cameras. If there are security incidents, such as suspected theft, assault or fraud, MII will share information with the police.
-  MII uses students' contact details to send them marketing information if the students signed up for any marketing.
-  MII will use students' photographs for marketing, but the Institute will get the student's consent before using individual photographs of them.

6.1.2 Job Applicants

-  MII uses job applicants' information to review, correspond and arrange travel plans and accommodation for interviews.
-  MII uses information about job applicants' race, gender, disability and nationality to implement the Institute's employment equity plan under the Employment Equity Act.
-  MII may need to use third parties to verify job applicants' information by contacting the references provided and confirming qualifications. For some roles, MII may do criminal and credit checks.

6.1.3 Employees

-  MII uses employees' information to manage the relationship between employees and the Institute in terms of their employment contracts, to run the business of the Institute, and to comply with legal obligations. For instance, to implement MII's employment equity plan under the Employment Equity Act.
-  MII uses health information to comply with health and safety regulations, and may need health information to manage sick leave, access to benefits, and travel requirements.
-  MII may intercept and monitor any real-time, stored, or archived communication when employees use MII's communication services.
-  MII may need to use third parties to assist with verifying some of the information employees shared with MII, for instance, to confirm qualifications.
-  MII may use employees' information to keep them safe. For example, MII collects biometric information (like fingerprints) to give employees access to buildings on campus and monitors campus with CCTV cameras. If there are security incidents such as suspected theft, assault, or fraud, MII will share information with the police.

6.1.4 Vendors

-  MII uses vendor information to conclude contracts with them and to meet their contractual obligations. MII reviews all prospective vendors' information to assess their level of compliance with MII's procurement policies and B-BBEE requirements.
-  MII must provide some information as required in terms of the Further Educational and Training Act as well as the Higher Education Training Act, as required under these Acts.
-  MII may need to use third parties to assist in verifying some of the information vendors shared with the Institute. When independent auditors conduct an annual financial audit, the law requires MII to share vendor information with the independent auditor.

6.1.5 Alumni

MII uses alumni's contact information to communicate and provide services to them, including information about:

-  MII Alumni Connect;
-  events;
-  news and publications;
-  chapters and associations; and
-  convocation meetings.

MII collects personal information of alumni to issue tax receipts when alumni donate or bequest funds or material to MII. MII may publish alumni's names on the MII Donor Recognition page.

6.1.6 Donors

-  MII collects and uses donors' personal information to issue tax receipts.
-  MII may publish donor's names on the MII Donors Recognition page.

6.1.7 Website Users

-  When someone visits MII's website, the Institute collects personal information about how website users interact with the site and submit online forms. MII uses this information to respond to requests and to improve the Institute's website.
-  When someone completes online forms available on MII's website, the Institute uses this to review and respond to applications, queries, or requests. When appropriate, MII will provide more detail about how the Institute uses website users' information on the form.
-  MII uses cookies to make the Institute's website work and measure how website users use the site. Essential cookies enable core functionality, such as security, network management

and accessibility. MII also uses cookies to manage preferences. For instance, to hide a pop-up notice for a specific time after it's been acknowledged.

- 🌐 MII uses analytics software to collect information about the behaviour of website users when they visit the Institute's website. MII uses the aggregated view of website users' behaviour to improve their overall experience. The Institute doesn't track individual users, however MII uses analytics, market research and targeted advertising tracking technologies to share individuals' website usage data with third parties.

6.2 Description of the Categories of Data Subjects and the Information or Categories of Information Relating thereto:

6.2.1 Personal Information that May be Processed

Students Name and surname, address, date of birth, nationality, race, gender, identity documents, home language, passport, study permit, permanent residence, contact details, financial requirements, disability information, educational history, employment history, banking details, dietary requirements, participation in sports and cultural activities, biometric information, emergency contact information, student profiles, student academic performance, photographs, appeals and disciplinary records, reports on student applications.

6.2.2 Job Applicants

Name and surname, address, date of birth, identity number, race, gender, disability, contact details, work permit and residence status, employment history, educational history, publications, research and memberships, disciplinary and criminal history, criminal checks, credit checks, interview notes, results of competency assessments and psychometric tests, shortlisting summary, selection committee meeting reports.

6.2.3 Employees

Name and surname, address, date of birth, identity number, race, gender, disability, contact details, banking details, health information, work permit and residence status, employment history, educational history, visual images and videos, beneficiaries and dependants for medical aid, pension scheme and provident fund, publications, research and memberships, disciplinary and criminal history, performance reviews, investigations and disciplinary, grievance and dismissal proceedings records, training participation records, acknowledgement and compliance with safety rules and codes of conduct when using MII's facilities, access to facilities, CCTV footage, use of support services.

6.2.4 Vendors

Name, identity documents, CIPC registration certificates, VAT number, banking details, B-BBEE certificate, tax compliance verification certificate, health certificate, trade references, company

profiles and annual turnover, conflict of interest declaration, industry certifications, proof of insurance, proof of registration with a professional body, details of previous projects worked on, financial statements, online profile of tender applications, tender evaluation reports, minutes of committee meeting documenting decisions when a current or potential vendor has to be awarded a tender or commercial lease, online profile for all MII registered vendors used for payment and other day-to-day administration.

6.2.5 Alumni

Name and surname, contact details, event attendance records, donation records, alumni profiles, minutes of meetings.

6.2.6 Donors

Name and surname, contact details.

6.2.7 Website Users

Cookies and how the site is being used, user preferences, all information from online forms, behaviour on MII's websites.

6.3 The Recipients or Categories of Recipients to Whom Personal Information May be Supplied

-  Identity number and names for criminal checks – credit bureaus
-  CCTV camera footage or biometric information if there are security incidents such as suspected theft, assault or fraud – South African Police Services
-  Full name, surname, identity number, contact details, residential address, postal address, and work address of drivers of MII's vehicles against whom fines were issued. – South African Police Services Municipal Traffic Department(s)
-  Qualifications, for qualification verifications - South African Qualifications Authority
-  Staff's date of birth, race, gender, nationality, qualifications, year of employment, appointment type and appointment category

6.4 Planned Transborder Flows of Personal Information

MI I may share personal information with service providers, research partners and collaborating institute in other countries. These third parties must agree to keep personal information safe and

confidential before we share information with them. They must also agree to only use personal information for the reasons we shared it with them.

6.5 General Description of Information Security Measures to be Implemented by the Responsible Party to Ensure the Confidentiality, Integrity and Availability of the Information

-  MII is continuously working towards establishing, and maintaining appropriate, reasonable technical and organisational measures to prevent:
 - loss of, damage to or unauthorised destruction of personal information; and
 - unlawful access to personal information or unlawful processing of personal information.
-  MII is taking reasonable measures to:
 - identify reasonably foreseeable internal and external risks to personal information in its possession or under its control;
 - establish and maintain appropriate safeguards against the risks identified;
 - regularly verify that the safeguards are effectively implemented; and
 - ensure that the safeguards are continually updated in response to new risks or deficiencies in previously implemented safeguards.

7 Participation in Policy or Decision-making

Students and staff participate in policy and decision-making processes of the Institute in terms of internal procedures as agreed with student and staff representative bodies from time to time.

Other interested persons may submit their comments or proposals in writing to the Information Officer at the address stated in paragraph 3 above.

8 Remedies and Appeals in Respect of an Act or Failure to Act by the Institute

If MII acts or fails to act in terms of PAIA then:

-  members of the public may lodge written complaints to the Registrar;
-  staff members may use the Institute's internal grievance procedure to lodge complaints; or
-  the complainant may take steps set out in sections 74 to 82 of PAIA

Students must follow the procedures for student complaints and appeals as set out in the annual handbooks available at www.maharishinstitute.org.

9 Other Information

For any other information not contained in this manual:

-  contact the Information Officer at the contact details given in paragraph 3 above; or
-  visit MII's website at www.maharishinstitute.org.